



Basic Steps to your Driver's License or Photo ID Card

The minimum age for obtaining a Virginia driver's license is sixteen years and three months. To obtain a Virginia learner's permit you must be at least fifteen years and six months. To apply for a driver's license, learner's permit, commercial driver's license (CDL), CDL instruction permit, or ID card you must show two proofs of identity, one proof of legal presence and one proof of Virginia residency. Proof of your social security number (if you have been issued one) is required if you are applying for a driver's license or learner's permit. Proof of your social security number is required if you are applying for a CDL or CDL instruction permit.

Information about documents that DMV will accept as proof of identity, legal presence, Virginia residency and social security number (SSN) is presented in *Acceptable Documents for Obtaining a Driver's License or Photo ID Card* (DMV 141). This publication is available at any DMV customer service center and also on the DMV web site at www.dmvNOW.com. Photocopies will not be accepted. All documents must be originals and all documents must be verifiable with the issuing entity. DMV will not accept a document when there is reason to believe it has been altered, fraudulently obtained or is fake, forged, counterfeit, or otherwise non-genuine or illegitimate. DMV may require additional documents.

Falsifying information on any driver's license or photo identification (ID) card application is a criminal offense. Altering or assisting a person with improperly or fraudulently obtaining a driver's license, learner's permit, CDL, CDL instruction permit or photo ID card are also criminal offenses.

Documents accepted by DMV as proof of identity, legal presence, Virginia residency and SSN may change without prior notice.

You may hold either a driver's license or an ID card, but not both. If you hold a license of any kind, you are not eligible for an ID card.

Proof of Identity

Documents submitted as primary proof of identity must show your full legal name and date of birth. Nicknames and abbreviations will not be accepted. You must present at least one document from the primary list of documents. The second proof of identity may come from either the primary list or the secondary list. If two of your proofs of identity are issued by the same entity, such as the same state agency, DMV may require additional proof of identity documents. If you are under age 19, you will need only one proof of identity from the primary list of identity documents.

Proof of Legal Presence

Documents presented as proof of legal presence must show your full legal name and date of birth. All applicants for **first time** driver's licenses, learner's permits, CDL or CDL instruction permits must provide proof of legal presence. Applicants whose driver's licenses have expired or been suspended, revoked or cancelled will need to provide proof of legal presence prior to obtaining a new license. All applicants for a first-time ID card must show proof of legal presence. If your ID card has expired, you must show proof of legal presence to obtain a new ID card. If you have permanent status in the U.S. and have once proven your legal presence, you will not be required to submit proof of legal presence for subsequent ID card or driver's license applications.

Proof of Virginia Residency

You must provide one proof of Virginia residency. If you are under age 19, your parent or guardian may certify your Virginia residency. All documents must show your name and the address of your principal Virginia residence as it appears on your application. A post office box or business address is not acceptable. However, if you do not want your residence address to appear on your driver's license or ID card, you may provide DMV with an alternate address in addition to your residence address. This alternate address must also be in Virginia. If you change your residence or alternate address to a location outside Virginia, your driver's license or photo ID card will be cancelled. Exceptions may be made for some individuals such as active duty military personnel and Virginia residents employed outside the U.S. (see DMV 143).

Proof of Your Social Security Number

If you are applying for any driver's license or learner's permit you will be required to provide your SSN (if you have been issued one). Anyone applying for a CDL or CDL instruction permit is required to provide a social security number. If you are applying for a photo ID card, you do not have to provide a SSN. DMV will verify all SSNs with the Social Security Administration. If the information (name, date of birth, and SSN) you present does not match the information on file at the Social Security Administration, DMV will not issue you a driver's license, learner's permit, CDL, or CDL instruction permit.

DMV will assign you a customer number which will display on your driver's license, learner's permit, CDL, CDL instruction permit, or ID card. If you wish to change your DMV-assigned number in the future, you may be required to present documentation from law enforcement or the courts indicating that you may be a victim of identity theft.

Additional Requirements

If you hold an out-of-state driver's license, DMV may waive the knowledge and skills road tests if you meet the identity, legal presence, residency, and social security requirements and Virginia's driver education requirements, if applicable.

If you are age 19 or older, and you have not held a driver's license issued by Virginia, another state, or foreign country, you must provide proof of successful completion of a state-approved driver education program or you must have held a learner's permit at least 30 days before taking the road skills test.

If you are under age 19, you must provide proof of successful completion of a state-approved driver education program and you must hold a learner's permit at least nine months before you can receive a driver's license.

If you are under age 18, your parent, custodial parent or legal guardian must provide written consent by signing your application. A court order showing that you are an emancipated minor is acceptable in lieu of written consent. You must provide a driver education completion certificate or show proof of your successful completion of a state-approved driver education program. Plus, your parent or guardian must certify that you received at least 40 hours of driving practice, ten of which must have been completed after sunset.

If you previously have been found not innocent of any offense by a juvenile and domestic relations court in Virginia or any other state, you must obtain approval to be licensed from that court or a court in the city or county where you live.

Selective Service Registration: Generally males under age 26 must register with the Selective Service. If you are required by federal law to register with the Selective Service, you must authorize DMV to forward your personal information to the Selective Service unless you have already registered. If you are under age 18, your parent or guardian must sign your application authorizing the Selective Service to register you when you turn age 18. Law prohibits DMV from issuing any type of driver’s license or photo ID card to an applicant who is required by federal law to register with the Selective Service but who refuses to authorize DMV to send his information to the Selective Service. If you have questions about Selective Service registration, visit the Selective Service website at www.sss.gov or call 847-688-6888 (TTY: 847-688-2567).

Completed Application

When applying for an original learner’s permit, driver’s license, CDL, CDL instruction permit, or photo ID card, you must complete an application for a Virginia driver’s license (form DL 1M). For a child ID card (under age 15), complete the *Identification Card for Minors Application* (DL 5). You may complete these forms before or after coming to DMV. Use your full legal name. Abbreviations and nicknames will not be accepted. For your convenience, you also may apply to register to vote or change your voter registration address when you apply for your driver’s license or photo ID card. Additionally, you may indicate your desire to become an organ donor.

Payment

You may pay the licensing fee with cash, money order, check, or major credit card. Your Virginia driver’s license expires on your birthday and will expire when you reach an age that is divisible by five--20, 25, 30, 35, etc. Your first driver’s license will be valid for three to seven years, depending on your age when the license is issued. The licensing fee is \$4.00 per year; so, your fee will range from \$12.00 to \$28.00. A learner’s permit costs \$3.00 plus the yearly cost of a driver’s license. An ID card costs \$10.

For individuals authorized to be in the U.S. temporarily, a driver’s license or ID card will be valid only for the amount of time that an individual is legally permitted to stay in the U.S. The expiration of the driver’s license or ID card will be the same as the expiration date shown on the document to prove legal presence. The driver’s license will cost \$4 per year. A partial year will be rounded to the next full year. So if the driver’s license is issued for less than one year, the cost is \$4. An ID card costs \$10.

Testing

Tests include a vision screening, a two-part knowledge exam and a road skills test. A DMV representative will tell you which tests you need to take.

To screen your vision, you will be asked to look into a machine and read lines of letters or numbers to the DMV representative. This screening determines whether your eyesight and peripheral vision meet Virginia’s standards to safely operate a motor vehicle.

The two-part knowledge exam is given in English or Spanish on a computer and tests your knowledge of traffic signs, motor vehicle laws, and safe driving techniques. Exam questions are taken from information in the *Virginia Driver’s Manual*. All ten traffic sign questions in Part One must be answered correctly before you can take the 25-question general knowledge exam in Part Two.

The exam may be taken only once per business day. If necessary, the knowledge exam may be taken using a translator provided by you. Oral exams are given in all DMV customer service centers. If you fail the exam and are under age 18, you must wait 15 days before you can retake the exam. If you are age 18 or older, you must pay a \$2.00 re-examination fee if you re-take the exam within 15 days.

It is unlawful to:

- ▶ receive assistance or to assist anyone while taking the knowledge exam;
- ▶ attempt to secure or provide answers to any parts of an exam;
- ▶ have unauthorized possession of an exam or exam answers; or,
- ▶ use a cell phone while taking the exam.

You must provide a vehicle for the road skills test. The vehicle must have a valid inspection sticker, license plates, registration card, and working brakes, safety belts, horn, lights, turn signals, mirrors and speedometer. You may not need to take the road skills test if you hold an out-of-state driver’s license.

The road skills test will be administered by a DMV representative. Only the applicant and the DMV representative are allowed in the vehicle during the road skills test. The test may be taken only once per business day. Applicants may only take the road skills test three times during a three-month period. For applicants under age 19, the road skills test will be given as part of the driver education course taken at a public, private or commercial driving school. For home-schoolers, DMV will administer the road skills test.

Issuance

Once you pass your required testing, a DMV representative will take your photograph and ask you to sign a signature pad. In most circumstances, your photograph and information will be processed while you wait. Your name will be called when your driver’s license or learner’s permit is ready.

Applicants under age 18

All first-time driver’s licenses issued to persons under age 18 are sent to the judge of your local juvenile and domestic relations court. The court will notify you by mail about when and where you and your parent, custodial parent or legal guardian must appear to receive your license.

Photo ID Card

- ▶ You must be a resident of Virginia to obtain a photo ID card.
- ▶ You cannot hold an ID card if you hold any type of driver’s license.
- ▶ ID cards are available to adults and children.
- ▶ Your first Virginia ID card will generally expire when you reach an age divisible by five - 20, 25, 30, 35, etc.
- ▶ Your ID card expires at the end of the month in which you were born.
- ▶ When you renew your ID card, it will generally be valid for five years.
- ▶ Children under age 15 may apply for a child ID card. The child ID card is valid until the child’s 16th birthday.
- ▶ An ID card costs \$10.00.
- ▶ You may exchange your valid Virginia driver’s license for an ID card. If you are age 70 or older, there is no charge for the exchange for your first ID card.
- ▶ If you are authorized to be in the U.S. temporarily, your will be issued an ID card valid only for the amount of time that you are legally permitted to stay in the U.S. The expiration of the ID card will be the same as the expiration date shown on the document used to prove legal presence.

